



# CITY OF ATLANTA

## Job Announcement

### ADMINISTRATIVE ASSISTANT, SENIOR

**STARTING SALARY: \$31,534**

**Salary Grade: 13**

**Applications Accepted From: October 24, 2005 until October 28, 2005**

#### **Minimum Job Requirements**

Persons applying must have an Associate's degree in Business Administration, Public Administration, Secretarial Science or a related field, and have three years of general administrative experience. Equivalent combination of training and experience will be determined under prescribed guidelines.

#### **Duties of the Job:**

This employee assists in the administration of departmental services, assists with preparation of office budgets; assists with budget account analysis and reconciliation; provides technical and administrative guidance; oversees the purchase of office supplies and needed services; compiles and prepares information to produce periodic reports; coordinates training for employees; supervises assigned staff; performs additional tasks as assigned by the supervisor.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Bureau of Personnel Administration, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30335-0306.

Phone: (404) 330-6369

[www.atlantaga.gov](http://www.atlantaga.gov)

FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

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APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER. THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS THEY DEEM MOST APPROPRIATE FOR THE POSITION. LETTERS WILL NOT BE MAILED TO INDIVIDUAL JOB APPLICANTS.

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**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**